



WEEKLY REPORTS

ICORS USERS:

Email Subject Line Format (generated by ICORS):

Weekly Report #XX for Contract XXXXX

- Please do not Change. It Must be in this Format for the Program to Work;
- **Send in One Weekly Report at a time;**
- **If You Must Send In Multiple Reports, Contact Marvin Kessler for Additional Instructions.**

Email Subject Line for Revised Reports:

Weekly Report #XXR for Contract XXXXX

- "R" behind the Weekly Number Indicates that the Report was "Revised";
- **Document the Reason for Report Revision in the Body of the Email;**
- **Send in One Revised Weekly Report at a time;**
- **Include your Signature Block (Name, Title, Company, Phone, etc.).**

File Attachments:

ICORS will create the Weekly Report and generate an Email with 2 attached files:

- The Adobe Reader file (file extension ".pdf");
- The Text file (File extension ".txt");
- **Make Sure these Files are Attached, Do Not Rename These Files.**

Email Addresses:

Check the Central Office Email addresses in ICORS and make sure the Weekly Report Email Address is set to Weekly.ReportCentral@illinois.gov. ICORS will automatically enter this Email address in the "To:" field of the Email it generates.

For Each Contract, Add the Following Email Addresses (ICORS will include them in the Emails "Cc:" field):

- D8.WeeklyReports@partner2010.illinois.gov (District SharePoint Weekly Report Library);
- Contracts Supervising Field Engineer (SFE) if requested;
- Prime Contractor (Must include or give Hard Copy for their comments);
- And the Local Agency contact (If applicable).

It is the Residents responsibility to check and make sure the Weekly Reports have been submitted correctly and all report files are in the District SharePoint Weekly Report Library.

IF YOU ARE NOT USING ICORS:

- Use the IDOT [BC 239 "Weekly Report of Resident"](#) form found on the IDOT Website.
- Save the report as MS Word (.doc) file and then as an Adobe Reader (.pdf) file.
- Name the Weekly Report File in the same format as the subject line above but without the "#" sign.
- Format the Email Subject Line as outlined above (Include the "#" sign).
- Attach the Adobe Reader Weekly report file and Address the Email as follows:
 - To: Adam.Gabany@illinois.gov (this is the Individual in the Central Office);
 - Cc: D8.WeeklyReports@partner2010.illinois.gov (This sends the reports to the District SharePoint Weekly Report Library);
 - Include the Contracts SFE and Prime Contractor and Local Agency Email addresses.

**Problems or Questions Concerning Weekly Reports? Contact:
Marvin Kessler at 618-346-3304 or via Email at Marvin.Kessler@illinois.gov**



PAY ESTIMATES

ICORS USERS:

Email Subject Line (generated by ICORS):

Pay Estimate Number XX for contract XXXXX

File Attachments:

- If you are using ICORS, the program will create the Pay Estimate, and then generate an Email with 2 attached files:
 - The Adobe Reader file (file extension “.pdf”);
 - The Text file (File extension “.est”).
 - **Make Sure these Files are Attached, Do Not Rename These Files.**

Email Body:

- The body of the Email must say: **“I hereby approve this estimate for payment”**
 - ICORS will include the above wording for you...
- Include Your Signature Block (Name, Title, Company, Phone, etc.). If you do not know how to do this, Contact Marvin Kessler and he will walk you through the process.
- **NOTE:** This approval statement must come from the “Agency in Charge” who has final financial responsibility for the contract.

Email Addresses:

To: DOT.PAYEST@illinois.gov (ICORS: File-View or Set Central Office Email Addresses)

Cc: D8.PayEstimates@partner2010.illinois.gov & your SFE and Prime Contractor (if requested)

Local Agency- Consultants Please Take Note:

- **ICORS now checks the Email domain of the sender when creating the Pay Estimate Email.** It will leave the “To:” field blank if your Email domain is not “@Illinois.gov”. The Email will still work, it will be just be sent to the addresses listed in the “Cc:” field.
- **Consultants Working for a Local Agency:**
 - Pay Estimates must come from the Local Agency Contact since they are responsible for the Payment amount. Therefore you must include the “Local Agency Contact” in the ICORS Email Setup (ICORS: File-Email Addresses. Make sure you click on the box “Send them a Pay Estimate”).
- **Local Agencies:**
 - Pay Estimates must be sent to Carrie Blow. Therefore, if you are using ICORS change the Central Office Pay Estimate Email Address in ICORS (ICORS: File-View or Set Central Office Email Addresses) to Carrie.Blow@illinois.gov.
 - If you have a consultant doing the field work, they must send the Pay Estimate to you for approval and then you must forward the Email to Carrie so that she can send it to the central office for processing.
 - Make sure you include the “I hereby approve this estimate for payment” in the body of the Email along with your Email signature line (Name-Title-Agency-Phone Number-etc.)

NON-ICORS Users:

Mail the Hard Copy Pay Estimate to:

IDOT District 8, 1102 Eastport Plaza Drive, Collinsville, IL 62234
and to the Attention of the Regional Engineer.

Problems or Questions Concerning Pay Estimates? Contact:
Carrie Blow at (618) 346-3359 or via Email at Carrie.Blow@illinois.gov